**Name Date**

**Title Author**

**Steps to a Summary of a Story**

**I.** Author’s purpose: The purpose of this story is to .

**II.** Topic: The author is telling a story about .

**a.** character(s)

**b.** setting(s)

**c.** problem

**d.** central event

**e.** solution

Using the above outline as your plan, write a summarizing paragraph.   
**(Hint: Combine I. and II. for your topic sentence, add the story elements a.-e., and then conclude.)**

**Name Date**

**Title Author**

**Steps to a Summary of a Recount**

**I.** Author’s purpose: The purpose of this text is to .

**II.** Topic: The author is recounting (main event) .

**a.** event 1

**b.** event 2

**c.** event 3

Using the above outline as your plan, write a summarizing paragraph.

**(Hint: Combine I. and II. for your topic sentence, add the events a.-c., and then conclude.)**

**Name Date**

**Title Author**

**Steps to a Summary of a Descriptive Text**

**I.** Author’s purpose: The purpose of this text is to .

**II.** Topic: The author is describing .

**a.** detail 1

**b.** detail 2

**c.** detail 3

Using the above outline as your plan, write a summarizing paragraph.

**(Hint: Combine I. and II. for your topic sentence, add the details a.-c., and then conclude.)**

**Name Date**

**Title Author**

**Steps to a Summary of an Explanation**

**I.** Author’s purpose: The purpose of this text is to .

**II.** Topic: The author is explaining (how or why topic) .

**a.** stage/ process 1

**b.** stage/process 2

**c.** stage/process 3

Using the above outline as your plan, write a summarizing paragraph.

**(Hint: Combine I. and II. for your topic sentence, add the stages a.-c., and then conclude.)**

**Name Date**

**Title Author**

**Steps to a Summary of Instructional Text**

**I.** Author’s purpose: The purpose of this text is to .

**II.** Topic: The author is instructing (how-to topic) .

**a.** task/step 1

**b.** task/step 2

**c.** task/step 3

Using the above outline as your plan, write a summarizing paragraph.

**(Hint: Combine I. and II. for your topic sentence, add the tasks/steps a.-c., and then conclude.)**

**Name Date**

**Title Author**

**Steps to a Summary of a Persuasive Text**

**I.** Author’s purpose: The purpose of this text is to .

**II.** Topic: The author is persuading you to .

**a.** reason 1

**b.** reason 2

**c.** reason 3

Using the above outline as your plan, write a summarizing paragraph.

**(Hint: Combine I. and II. for your topic sentence, add the reasons a.-c., and then conclude.)**